

Academic Faculty Senate (2024-2025) Meeting MINUTES 1/17/25; 1:30-3:30 p.m.

Academic Senate	Call to order at 1:30 pm	ZOOM
Members Present	Rachelle Bassen, Patrick Bell, John Duerk, Robin Eppard, Jaspreet Gill, Mary Gillespie, Curtis Kupferschmid, Tim Mayo, Martin Schmidt, Heather Reardon, Jessica Rowe	
Members Absent		
Guests	Melody Duley, Susan Priest, Coral Lopez	

Agenda Topic	1. Approval of Minutes for 12/13/24
Action Taken	Action
Summary of Discussion	Curtis Kupferschmid – move to approve Jaspreet Gill – second Passed unanimously

Agenda Topic	2. Equity Study Scope (M. Duley)
Action Taken	Info/Discussion
Summary of Discussion	<p><i>Melody Duley will present options for what should be included in the upcoming equity study, seeking faculty feedback on scope and priorities.</i></p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> Review of equity scope document. Salary equity adjustments. Not historically done at WNC, but desire is to start. Historical pay factors COLAS, Merit, etc. A high level proposal has been provided (Berkshire). Proposal will be available for faculty senate members to review, add comments. Berkshire will identify salary placement factors such as education and experience. A salary analysis will be conducted for equity. Will also provide a remediation strategy for possibly adjusting salaries (with lowest paid considered for remediation first). Funding sources will be identified. Discussion of vendor pricing at other colleges, price is relevant to scope of the project proposed. Difference can be in the \$100k range of scope. WNC is a smaller institution which may not need a large scope of work.

	<p>Vendor choice (RFP) is dependent on amount of work that needs to be done.</p> <ul style="list-style-type: none"> • Question: Is this equity study comprehensive? Does not include outside comparative analysis of other institutions. Cost would increase with an outside comparison. • Senate discussion: It would make sense to do a comparison of colleges with similar cost of living, population, demographics, median income etc. Important to have the process be fair in terms of type of faculty i.e. market hires, instructors, professors, adjuncts etc.
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Agenda Topic	3. Bookstore Level of Service (C. Lopez)
Action Taken	Info/Discussion
Summary of Discussion	<p><i>Coral Lopez will discuss the current level of service provided by the bookstore and possibly changes moving forward.</i></p> <ul style="list-style-type: none"> • Evaluation of our current vendor (Textbook Brokers) contract. Questions to consider: <ol style="list-style-type: none"> 1. What are the faculty pros/cons to having a bookstore relationship? 2. If we did not have a bookstore partner, how would students know what the required materials would be? 3. Have you heard from students or through your own research that they can get the materials cheaper from other providers, Amazon, etc? 4. What faculty support would be needed in the event we did not have a bookstore partner? • Question: What does inclusive access mean? Courses that have a course code. Students are automatically charged for course materials. • Question: How much does it cost WNC to have a bookstore vendor? No o cost, WNC gets commission on textbook sales. • Question: Is there a list of services Textbook Brokers provides? Per the contract they provide textbooks, pop up services, yearly allowance in merchandise, annual scholarships (\$2000 for students in need), although not all services have been provided in recent year. • Concerns: Concerns with faculty having to resolve any textbook problems student may have. Availability of textbooks in soft copy, online, or rental copies outside of bookstore services (all in once place). Concerns with

	<p>instructors not using OER (i.e. standardized textbooks used across institutions such as UNR, UNLV, NSU).</p> <ul style="list-style-type: none"> • Contract expires in 2026, then the contract will go out for RFP. Faculty Senate will consider sending a survey out with the questions to faculty.

Agenda Topic	4. Executive updates (Dalpe)
Action Taken	Info
Summary of Discussion	<ul style="list-style-type: none"> • No update from Kyle this meeting.

Agenda Topic	5. Chair Report (M. Schmidt)
Action Taken	Info/Discussion
Summary of Discussion	<p><i>Updates from the Faculty Senate Chair, including ongoing initiatives and upcoming priorities.</i></p> <ul style="list-style-type: none"> • Continuing discussion on CANVAS access for faculty peer observation. Respecting faculty privacy but ensuring access is sufficient to do a quality evaluation. Discussion on a new role in CANVAS that would help facilitate an effective evaluation process. • May take some trial and error to determine. A better approach may be policy orientated. For example, being able to view a student discussion either a paper copy or electronically. • Concerns with student privacy, possible for faculty to redact some student information in a discussion. • Two issues to address (Jessica R.): Online and face to face interactions should be equal in scope (transparency). Concerns about privacy are important as well. Evaluators currently view the design of online course, but not the interaction between students and instructors. • Currently updating the forms for evaluating online courses in terms of instructional quality. Faculty senate will continue to work on this issue.

Agenda Topic	6. NFA Updates (R. Bassen and H. Reardon)
Action Taken	Info/Discussion

Summary of Discussion

- Bargaining meeting: feedback is requested on a few items. NFA proposed expansion on definitions i.e. for academic freedom, arbitration, etc. A few things presented for faculty to consider:

Admin proposals:

Student experience....

- Consideration for response time to students
- Grading in a timely manner
- Being available between start of contract days and the first class of the semester to reach by administration, attend meetings, etc. Emphasized being “physically present”. Mandatory attendance for academic meetings and semester kick-off.
- Adds and updates the required materials into Canvas (currently the minimum is the syllabus, contact information)

Faculty success:

- Get 1 credit reassigned time or “stipend” to complete the new teacher training module created by the Instructional innovation department within one year. Faculty can ask for exemption for some portions of the training because they have prior related training.
- Originally created by this department but has been reviewed and edited by multiple faculty (including some tenured faculty). Most people ask for the stipend – typically adjuncts. Contact information and introductions by staff members updated with change in positions and employees.

Stipends and reassigned time:

- Proposal for a new reassigned time policy: semester-by-semester or annual depending on the contract, require a signed contract of the work and final report.
- Remove gallery work and theater as identifiable reassigned time (in current contract). Reasoning was that gallery work could be variable. Theater work is part of normal workload.
- Remove distance ed stipend \$100. Explanation was that it was intended for distance ed development and no longer needed post-COVID and with many online courses.

Student Experience Discussion: Administration would like to set a policy on physical presence on campus for faculty during certain time periods for access. Proposed 10 days before semester for Fall and 8 days for Spring.

- Physical presence of faculty on campus is of concern for remote faculty. Being available for office hours (i.e. must it be physical presence or via Zoom etc.?)
- (Susan Priest): What is not considered is the days at the end of the semester instructors who take time for completing final grades.
- Grading in a timely manner discussion: Should response times to students and grading (i.e. current policy if 48 hours to respond, 10 days to grade) be included in hour contract or remain as policy. Currently these practices are part of our director annual evaluations (Jessica R.). A better, data-based rationale, needs to be provided on why these are requested to be moved from policy to faculty contracts. Also need to consider course loads, class size (cap loads), and the expectations for certain instructor assignments and course sequencing parameters. Flexible course (i.e., open entry) may have heavier grading periods where it may take longer to grade specific types of assignments.

Agenda Topic

7. Review Policy 15-1-2: Outstanding Faculty Award

Action Taken	Discussion
Summary of Discussion	<p><i>Discussion on reviewing and revising the Outstanding Faculty Member Award to ensure alignment with institutional goals and recognition standards. This policy has not been revised or reviewed since 2008.</i></p> <ul style="list-style-type: none"> • Question: Any consideration for nominations by college or discipline? Currently there is not a plethora of nominations. Currently process is sent out on an anonymous google form for nominations. • Will fall under the reworking of senate committees. • Martin will make changes to document and will be voted on next faculty senate.

Agenda Topic	8. Policy Revisions and Reviews
Action Taken	Action
	<p><i>Review and vote on the following policies:</i></p> <ul style="list-style-type: none"> • Policy 1-1-1: College Council and Policy and Procedure Development (approved) • Policy 3-2-2: Course Numbering System (approved) • Policy 3-2-13: Academic Calendar Proposal and Adoption (shelved pending changes, not voted on) • Policy 3-3-8: Full-time Enrollment Equivalency for Students with Disabilities (redundant, met under 504 and IDEA) • Policy 3-3-9: Community Education Program (approved) • Policy 3-3-10: Student Withdrawal Policy (approved) • Policy 3-3-13: DSS Memory Aid Policy (shelved pending changes, not voted on) • Policy 3-4-6: Athletic Fee Waiver (redundant) • Policy 11-1-2: Accident Investigation Environmental Health and Safety (approved) • Policy 11-1-3: Campus Emergency Notification Guidelines (approved) • Policy 11-1-5 Dealing with EH&S Regulatory Agency (approved) • Policy 11-3-11: Hearing Conservation Program (approved) • Policy 11-3-15: Tobacco Use Policy (approved) • Policy 11-3-16: Volunteers in State Service (approved) • Policy 13-1-1: Dean's List (approved) • Policy 13-1-2: Graduation with Honors (approved) • Policy 13-2-1: Personal Care Attendant Policy (approved) • Policy 13-2-2: Service Animal Policy (approved)

	<p>Heather R. – move to approve all policies except 3-2-13 and 3-3-13 pending changes. John D. – second Passed unanimously</p>
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Agenda Topic	9. Public Comment
Action Taken	Info
Summary of Discussion	None

Agenda Topic	Adjournment
Action Taken	<p>Curtis K. – move to approve Heather R. – second Unanimously Adjourned at 3:57 pm</p>
Summary of Discussion	N/A
Assignments/Potential Agenda Items	
Comments/Information	Submitted by Patrick Bell, Recorder